

SECTION A

Quality Review Measures for Career and Technology Education

SCHOOL DISTRICT ADMINISTRATION

<i>To be completed by school district administrators</i>
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SOUTH CAROLINA'S STRATEGIC PLAN FOR CAREER AND TECHNOLOGY EDUCATION: TEN VISION THEMES

Accountability

To meet specific measures of performance at all levels.

Business Relationships

To develop a network of business relationships that promotes career awareness and marketable skills.

Curriculum

To develop and implement a relevant curriculum that uses current technology and instructional strategies.

Funding

To acquire the funds essential to achieve the vision.

Leadership

To provide an effective leadership program for career and technology education.

Marketing

To create awareness and to promote the value of career and technology education.

Professional Development

To provide effective professional development.

Recruitment

To develop and implement a system for recruiting and retaining quality educators and students.

Structural Change

To establish a structure that provides opportunities leading to student success.

Technology

To secure and effectively utilize world class technology.

Part 1: Applicable Measures

Directions: Indicate whether or not a measure has been completed by writing C (“completed”) or NC (“not completed”) in the blank.

- A.1 _____ A comprehensive needs assessment shall be conducted every five years to ensure the relevancy of programs and preparation for lifelong learning. (*Business Relationships and Structural Change*)
- A.2 _____ A school district/multidistrict career and technology center local advisory council for career and technology education shall be established. (*Business Relationships*)
- A.3 _____ A local plan for career and technology education shall be completed and shall include activities and programs related to career and technology education, school-to-careers, and state equipment. (*Accountability, Curriculum, Funding, and Marketing*)
- A.4 _____ The local school district shall ensure that applied academic institutes are available to teachers before they teach an applied academic course. (*Curriculum and Professional Development*)
- A.5 _____ Students shall be instructed in the skills and competencies identified in the SCANS (Secretary’s Commission on Achieving Necessary Skills) report and in the employers survey report of the South Carolina Chamber of Commerce’s Business Center for Excellence in Education. (*Curriculum*)
- A.6 _____ Career and technology education programs shall be structured by selected career clusters and career majors. (*Structural Change*)
- A.7 _____ A school-to-careers program shall be established. (*Accountability and Business Relationships*)
- A.8 _____ An annual professional development program shall be established. (*Leadership and Professional Development*)
- A.9 _____ The local school district/multidistrict career and technology center shall analyze its performance as measured annually by the Perkins standards and follow appropriate program improvement procedures as needed. (*Accountability*)
- A.10 _____ The local school district/multidistrict career and technology center shall conduct an annual review of the career and technology education program using the QRM. (*Accountability*)
- A.11 _____ A memorandum of agreement addressing program articulation and/or dual enrollment shall be established between the local school district/multidistrict career and technology center and the local technical college. (*Accountability*)

Part 2: Evidence Supporting Each Measure

Directions: Put a check (✓) in the box if evidence is available.

A.1 Comprehensive Needs Assessment

- ☐ A needs assessment is conducted every five years.
- ☐ Data were collected on current and projected labor market trends.
- ☐ Students were surveyed/interviewed.
- ☐ Educators were surveyed/interviewed.
- ☐ Community and school district officials were surveyed/interviewed.
- ☐ Businesses were surveyed/interviewed.
- ☐ Program modifications are evident as a result of the comprehensive needs assessment.

A.2 Local Career and Technology Education Advisory Council

- ☐ The identification of council members by name, address, place of employment, position, race, and sex is on file with the school district.
- ☐ The council meets at least twice a year.
- ☐ Minutes of council meetings are prepared and submitted to the appropriate school district/school officials for review.
- ☐ The council addresses the following issues, as evidenced by the minutes of its meetings:
 - ☐ career and technology education local plan
 - ☐ relevancy of current and future programs
 - ☐ current job needs
 - ☐ the district's comprehensive needs assessment
 - ☐ state and local evaluations with specific recommendations for implementation
 - ☐ school-to-careers program

List improvements/changes that have occurred as a result of the advisory council's input:

Note: Career and technology centers are permitted to utilize the local advisory council to perform all duties and responsibilities of the school improvement council.

A.3 Local Plan/Update

- ☐ The administration has consulted with the local advisory council for career and technology education in the development and review of the local plan/update.
- ☐ Expenditures of federal and state funds are in accordance with regulations.
- ☐ The school district is in compliance with all local plan/update assurances.

A.4 Training in Applied Methodology

- ☐ The district provides applied academic institutes to teachers in their content areas.
- ☐ Each applied academic institute consists of 45 hours of instruction and is taught by a master teacher who is skilled in the content area of the course.

A.5 SCANS Instruction

- ☐ The district has a plan to make teachers and parents aware of the SCANS skills and competencies.
- ☐ SCANS skills are either integrated into the curriculum or taught as a separate lesson.
- ☐ SCANS skills and competencies are taught to students in all schools (K–12).

A.6 Career Clusters and Career Majors

- ☐ The career clusters and career majors consist of the career and technology education courses and core academic courses necessary for an individual to succeed in a field of study.
- ☐ Each student's individual graduation plan (IGP) reflects the selected career cluster and the career major in which he or she is enrolled.
- ☐ Instruction in communications, mathematics, and science is integrated into each career major.

A.7 School-to-Careers Program

- ☐ A school-to-careers program consisting of work-based learning, school-based learning, and connecting activities is offered to all students.
- ☐ The district awards credentials for the successful completion of a school-to-careers program.
- ☐ The school-to-careers program offers opportunities to all students.

A.8 Professional Development Program

- ☐ Professional development opportunities are offered in the following areas:
 - ☐ applied techniques
 - ☐ integration of curriculum
 - ☐ training of mentors
 - ☐ learning styles
 - ☐ standards-based career guidance
 - ☐ standards-based instruction
 - ☐ utilization of technology
 - ☐ accelerated learning
 - ☐ structured work-based learning

A.9 Performance on Perkins Standards

- ☐ Data related to the Perkins standards are submitted correctly and in a timely manner.
- ☐ A local review is conducted to determine areas needing improvement when performance as measured by the Perkins standards falls below required levels.
- ☐ Appropriate actions are taken for performance falling below the Perkins standards (e.g., OCTE Toolbox completed, local improvement plan completed and submitted).

A.10 Annual Review Using the Quality Review Measures

- ☐ A review is conducted annually using the QRM to determine whether career and technology education programs meet their stated objectives and are relevant to the needs of the students and the community.
- ☐ Results of the annual review are used in determining needed changes in offerings, course content, and support services.
- ☐ A formal procedure is in place for reviewing the findings and recommendations produced by the annual review.
- ☐ Specific recommendations are implemented as a result of state and local evaluations.

List improvements/changes that have occurred as a result of the annual review:

A.11 Articulation Agreement

- ☐ The memorandum of agreement is current and up-to-date.
- ☐ The memorandum of agreement outlines procedures for the articulation of career and technology course curricula to the technical college and/or dual enrollment of students in the technical college.